

CONFIDENTIAL

Report for Week Ending 13 February 1957
from
Records Disposition Branch

Project 6-40 - Office of Central Reference

25X1

Continuing to assist the Acquisition Branch, Library Division to retire or destroy their inactive records. As of this date, a total of 763 cubic feet have been retired and 194 cubic feet have been destroyed. Project is 62% complete.

25X1 Project 6-70 - Cable Secretariat

No change from previous report. Project is 80% complete.

25X1 Project 6-81 - Office of Logistics

No change from previous report. Project is 60% complete.

25X1 Project 6-82 - Audit Staff

The records control schedule is in the process of being revised. Project is 50% complete.

General Information

During the past week the ONE Staff disposed of 20 cubic feet of records through either destruction or retirement in accordance with the Records Control Schedule. Through the application of the exception granted by Security which permits recording of classified documents for destruction by groups rather than individually, the Information Control Staff was able to dispose of its backlog within a very short time. At the end of each calendar year ONE analysts are requested to screen their working files to remove material no longer required for current reference. This process complies with the disposition instructions contained in the control schedule and through the cooperation of the analysts they are able to reduce their files to a minimum working capacity.

The retirement of records from the Office of General Counsel has begun. Twelve cubic feet of records is anticipated which will include a large number of T. S. documents.



25X1

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Report for Week Ending 13 February 1957
from
Forms Management Branch

1. Statistical Summary

COMPLETED ACTIONS SUMMARY

TYPE	DD/I	DD/P	DD/S	STOCK	TOTAL	
NEW		3	1	2	6	253,130
REVISION			4	2	6	95,000
REPRINT	<u>3</u>	<u>4</u>	<u>7</u>	<u>33</u>	<u>47</u>	<u>949,500</u>
TOTAL	3	7	12	37	59	1,297,630
REDESIGNATED --						
OBSOLETE		4				

25X1 2. Final Clearance of "Transmittal of Inactive Project File, Form No. 1096"
[] - The second proofs have just been received as finally approved from the DD/P Area on this form. Initial clearance on this form through this Branch was made on 18 October 1956. Most of the time taken up so far in getting this form out has involved getting clearance on copy from the OPI.

25X1 3. Develops new "Request for Extra Dissemination of OO/C Reports," Form No. 1171
[] This form, previously printed as bootleg edition by OO/C, has been completely revamped from an inefficient "mimeograph job" to a form lending itself to much easier and faster initial preparation in the Headquarters Office. Simplification in the design of this form has not only increased its efficiency but has enhanced its general appearance. Substantial savings in man-hours ^{will} accrue in OO/C from this revision. *Cuts typing time 20%; A whole paper needed has 40%.*

25X1 4. "Fitness Report" Delivered [] - Two hundred copies of the revised Fitness Report to be used for testing purposes were delivered to Office of Personnel today.

Statistical Summary

PENDING ACTIONS SUMMARY

TYPE	DD/I	DD/P	DD/S	STOCK	TOTAL
NEW	2	1	12		15
REVISION			10	2	12
REPRINT	<u>1</u>	<u>1</u>	<u>1</u>	<u>3</u>	<u>5</u>
TOTAL	3	1	23	5	32

Last News: The attached form was requested by [] at 4:55

25X1 *from 2/13. []*

25X1 *redesigned it, prepared a draft and*

25X1 *delivered the finished form. [] was released!*

25X1

DATE _____

DIVISION _____

GRADE

Use other side if necessary

FORM NO. 13
1 FEB 57